**Q.1.Write an email to your Project manager for sending incorrect data and resending the correct one. Apologise for the error.**

Subject: Resubmission of Corrected Data File

Dear Patil,

I hope you are doing well. I wanted to inform you that I realized an error in the data I shared earlier. After reviewing the file, I noticed that some of the information was inaccurate. I sincerely apologize for the oversight.

I have now verified and corrected the data, and I am attaching the updated file for your review. The file has been thoroughly checked to prevent any future errors.

Thank you for your understanding, and I appreciate your patience. Please let me know if any further clarification is needed.

Regards,  
Shraddha Shekhar Kashid.

**Q.2. Your colleague has inadvertently been angry, writing strong words due to his wrong judgement. How will you tackle this to create a win win situation. Write an email to the Client . Also write another email to your Project Manager explaining this whole scenario.**

Subject: Sincere Apologies for the Earlier Misunderstanding

Dear Gaytri,

I hope you’re doing well. I wanted to personally reach out to clarify a recent misunderstanding that occurred during our communication. It appears that one of our responses came across more strongly than intended, and I sincerely apologize for any inconvenience or discomfort this may have caused.

Please be assured that our team values our partnership and always aims to maintain open, respectful, and solution-oriented communication. We truly appreciate your continued cooperation and understanding.

We have discussed this internally to ensure smoother communication going forward and to prevent any such instances in the future. Thank you for your patience and trust in our team.

Regards,  
Shraddha Shekhar Kashid.

**Subject:** Report on Client Interaction Incident

Dear Radha,

I would like to inform you about a situation that occurred with our client Gaytri. During a recent exchange, Ram unintentionally used strong words in response to a misunderstanding. The tone appeared harsher than intended, which led to some concern from the client’s side.

I have already reached out to the client to clarify the situation and offered a sincere apology on behalf of our team. I assured them that the comment was unintentional and our commitment to maintaining a respectful and professional relationship.

Please let me know if you’d like me to take any additional steps to address this.

Regards,  
Shraddha Shekhar Kashid.

**Q.3 Your team member has been passing on his/or work to you due to which you are facing difficulty completing your own work. Write an escalation email to your manager about this.**

**Subject:** Concern Regarding Uneven Workload

Dear Radha,

I hope you are doing well. I wanted to bring to your attention a concern I’ve been facing regarding my current workload. Over the past few days, I’ve been receiving some additional tasks that are normally handled by one of my teammates. While I always try to be supportive and help whenever possible, managing these extra responsibilities along with my own has become a bit challenging.

I wanted to inform you about this so that we can review the task distribution and ensure that all team members are able to meet deadlines effectively. I truly value teamwork and would appreciate your guidance on how best to handle this situation.

Thank you very much for your understanding and support.

Regards,  
Shraddha Shekhar Kashid.

**Q.4 Your manager has approved only 5 days as the deadline of the project falls between your leave period. Reply to your manager convincing him to approve the remaining 5 days of leave as well.**

Subject: Request for Approval of Remaining Leave Days

Dear Radha,

Thank you for approving 5 days of my leave. I understand that the project deadline overlaps with my planned leave, but I would like to request approval for the remaining 5 days as well.

I have planned my work to ensure all critical tasks are completed or handed over to a colleague before my leave, so there will be no impact on the project timeline. I am also willing to be available for any urgent matters if needed.

I would greatly appreciate your support in approving the full leave period.

Thank you for your consideration.

Regards,  
Shraddha Shekhar Kashid.